

LAWRENCE COUNTY CORRECTIONS

111 SOUTH MILTON STREET
NEW CASTLE, PENNSYLVANIA 16101
Ph: (724) 654-5384



JOB DESCRIPTION

Job Title: Part Time Correctional Officer

FLSA Status: Non-Exempt

Department: LC Correctional Facility

SALARY: \$18 per hour

General Summary: Correctional Officers will perform the direct supervision of inmates at Lawrence County Corrections according to laws, regulations, and policies of the State of Pennsylvania and Lawrence County. Officers will enforce the facility rules and maintain facility security. Officers are responsible for the care, custody, and control of inmates at the facility.

Essential Duties and Responsibilities:

- Directly supervises inmates in the facility during all aspects of their incarceration such as housing, visitation, meals, medication distribution, searches, activities, work programs
- Enforce the rules and regulations of the facility
- Must be able to act quickly, assess situations carefully, act in accordance with policy and procedure, and protect self and others (inmates and co-workers)
- Conducts periodic cell pod checks, performs searches of inmates, performs searches of cells and other areas for contraband
- Maintains discipline among inmates
- Responds appropriately to emergencies in the prison (which may include assaults, fires, riots, disturbances, natural disasters, medical emergencies and hostage situations)
- Maintains and updates Facility records (written, typing and basic computer skill required)
- Receives and books inmates (perform fingerprinting, photographs and searches)

Physical/Age Requirements:

- Must be trained on and be able to perform weaponless self-defense and restraining techniques
- Must be trained on and be able to perform the operation and use of restraining devices
- Must be trained in and be able to perform initial first aid services to inmates as needed
- Regularly walk, stand or stoop; occasionally lift, carry, push, pull or otherwise move object weighing up to and over 100 lbs.
- Use tools and equipment requiring a high degree of security.
- Walk, stand, crouch or run on narrow or slippery surfaces, inclining or erratically moving surfaces
- Stair climbing required (all cell pods are 2 levels)
- Sit and stand for sustained periods of time
- Must be 18 years of age
- Must pass a physical and drug test post-employment
- Must pass a criminal background check post-employment offer

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- Position requires up to 29 hours per week on an average annual basis

Other Requirements:

- Must have a High School Diploma or GED
- Bachelor's degree preferred in criminal justice, social service or related field
- Ability to perform multiple activities and quickly identify inappropriate inmate conduct
- Ability to perform basic math
- Ability to communicate via radios
- Ability to work the rotating shifts (including weekends and holidays) as required by a 24/7 operating facility
- Ability to train for 5 weeks or more at the Academy at the Department of Corrections
- Ability to work mandatory overtime
- Must have a valid Driver's License
- Be able to perform other duties as assigned

Conditions of Employment

A Corrections Officer works under demanding conditions. Job duties include the potential danger of physical harm in the form of assaults by inmates or disturbances. Trainees may be assigned to work one of any three work shifts. You must agree with the seven conditions of employee listed below. By submitting an application for employment, you are indicating your willingness to:

1. Work at a Corrections facility that is open 24 hours a day, 7 days a week and 365 days a year.
2. Once full time, you are expected to attend and complete all phases of the basic training program at the training academy in Elizabethtown, PA, including firearm proficiency for continued employment.
3. To work locked inside a facility unarmed and be exposed to the danger of physical harm.
4. Accept the possibility you may have to use physical force during inmate disturbances.
5. Work any shift, overtime, weekends, mandation and holidays which occur during your normal work schedule.
6. Report to work under adverse weather conditions. Days off for adverse weather will not be approved.
7. Undergo a background investigation, medical examination (physical), urinalysis screen, a possible psychological examination and possible written test.